

## **SECTION 12.50 MISCELLANEOUS**

**Last Update: 5/11**

### **Work Rules**

The employer may establish reasonable work rules; however, the union must be given fourteen (14) calendar days (7 calendar days for SPOC) notice prior to the effective date of any new rule or rule changes. By contractual definition, work rules regulate the personal conduct of employees. Work assignments, procedures or directives for completion of work activities, and post (or general) orders relating to work activities are not work rules.

### **Personnel Files**

- **Access to Files**

Employees have a right to inspect their personnel file, to receive a copy of anything placed in their file, and to respond in writing to any item in their personnel file. Access to an employee's personnel file is limited to the employee, a union representative or other person so designated in writing by the employee, and authorized management personnel.

- **Copies of Personnel File Material**

In accordance with Iowa Code section 91B.1, an employee shall have access to and be permitted to obtain a copy of the employee's personnel file. An employee's access to a personnel file is subject to the following:

1. The employer and employee shall agree on the time the employee may have access to the employee's personnel file, and a representative of the employer may be present.
2. An employee shall not have access to employment references written for the employee.
3. The employer may charge a reasonable fee for each page of a copy made by the employer for an employee of an item in the employee's personnel file. The Code of Iowa defines reasonable fee as an amount equivalent to an amount charged per page for copies made by a commercial copying business.

In the event of a suspension or discharge and upon request, an employee will be furnished a copy of any material in his or her file at no expense to the employee. The request must specify which file documents are to be copied.

### **Special Expenses**

This section requires reimbursement of special expenses for work activities that have been required by the supervisor, including expenses for registration fees, conferences, banquets, and other authorized expenses incurred.

### **Moving Expenses**

[See Chapter 19.](#)

Contract-covered employees will not be granted the one-step increase for moves beyond the normal commuting distance as provided in the DAS-HRE rules.

The procedure for obtaining approval and payment of moving expenses is in Article XI of the AFSCME and IUP agreements and in Article VII for SPOC-covered employees.

## **Workers' Compensation Benefits**

Employees may supplement workers' compensation benefits with paid leave such as sick leave, annual leave, or compensatory time. Employees must be advised that all periods when workers' compensation benefits are not supplemented by paid leave are considered periods of leave without pay. Employees who do not supplement workers' compensation benefits are also considered to be in non-pay status for purposes of eligibility for holidays. [See Section 6.20.](#)

## **Home Phone Numbers**

This provision is only applicable to employees covered by the IUP contract.

Employee home phone numbers may not be given to the general public or to clients without prior employee approval. Supervisors can, however, release employee home phone numbers to foster parents, private social service agencies, law enforcement personnel, and other work units without employee consent.

Employees are under no obligation to accept long distance collect phone calls at home from their clients. If collect calls are accepted, the employee will be reimbursed through normal expense claim procedures.

## **Time Sheets**

An employee's time sheet or report may not be changed arbitrarily. If a time report is incorrect, however, it may be changed by a supervisor or other appropriate person. The employee must be advised that the time report has been changed and the reasons for that change. The employee may also be asked to sign the corrected time report to indicate his or her knowledge of the change.

## **Retention of Disabled Employees**

Whenever possible, the retention to employees who have become disabled while in state service is encouraged. The retention or return of such employees may necessitate reasonable job modification. Job modification or restructuring will be attempted whenever it can be reasonably accomplished. The personnel officer should be consulted for assistance. [See Section 4.66.](#)

## **Performance Evaluation**

All employees must be evaluated at least annually. Employees may grieve their performance evaluation if they feel the evaluation was not fair and impartial. Employees may not grieve the responsibilities, standards, comments, or the rating unless: 1) the evaluation rating score is less than satisfactory; or 2) the performance evaluation is used as justification for disciplinary action. The grievant's burden is to prove that the evaluation was unfair. [See Chapter 8.](#)

(See additional requirements in the IUP contract regarding grievances related to performance evaluations.)